

25 June 1962

STATINTL

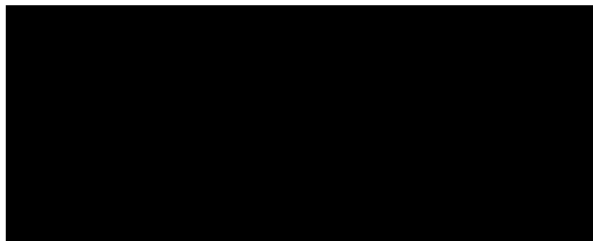
To : [REDACTED] Office of Communications, GA-43, Headquarters
From : CIA, Records Administration Officer
Subject: Annual Report of Records Holdings

1. The need for a report of records holdings from each component is at hand. Information to be furnished is contained below and may be recorded directly on this memorandum and returned to my office by 15 August 1962.

2. These data will enable us to evaluate the progress of the Agency's Records Management Program and to determine our requirements for the coming year.

3. Call us if you have any questions or difficulty in collecting the data.

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6 August 1962

TO: CIA, Records Administration Officer

FROM: OC-Area Records Officer

Cubic feet of records on hand 1 July 1961 3684.0 cubic feet

Cubic feet of records on hand 30 June 1962 4130.0 cubic feet

Amount of records destroyed in offices during FY 1962. (Do not include records destroyed by the Records Center.)

468.0 cubic feet

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The above estimates cover only those holdings which are contained in safes, file cabinets, Kardex and Map Cases.

GROUP 1
Excluded from automatic
downgrading and
declassification